

March 3, 2016

SUBJECT: The Rhode Island Lottery is seeking bids for **STANDARD GROUND MAINTENANCE**. Please forward sealed bids to:
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
BID 16-04A
P.O. #8481

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS SEALED BID MAY RESULT IN DISQUALIFICATION

IMPORTANT NOTICE: The RI Lottery is obtaining bids for annual lawn maintenance and is requiring potential bidders to make an appointment to view the property before submitting a bid. This appointment will include review of the grounds and identification of areas that may require special attention. **Only bids from vendors who have viewed the property by appointment will be accepted.** To schedule a visit please call 463-6500, Ext. 138.

PLEASE QUOTE ON THE FOLLOWING SERVICES SEPARATELY

MULCH

- Premium pine bark – Brown
- Price separately: 50 yards; 60 yards; 75 yards
- Price mulch as “delivered” only
- Price mulch as “delivered and applied”

SPRING CLEAN UP

- De-thatching turf
- Re-edging walks and beds
- Cutting and disposal of clippings (not included in the 24 weekly cuts)
- Lawn cutting (NOT INCLUDED in 24 weekly cuts)

WEEKLY MAINTENANCE – MONDAY CUTS PREFERRED

- May through week of Columbus Day (24 weeks); **then as requested**
- Cutting turf same day each week, weather permitting (please include price per cut), trim beds and walks
- Removal and disposal of clippings
- Blow common debris off walkways and curb line

FALL CLEAN UP

- Removal and disposal of all common debris and leaves
- Lawn cutting (NOT INCLUDED in the 24 weekly cuts) and disposal of clippings
- Blowing common debris off walkways and curb lines

INSURANCE: Insurance Certificate **required** with bid proposal

QUESTIONS: Contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **MARCH 18, 2016 BY 11:00 AM**

NOTE: BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE

DO NOT FAX

**INTERNET VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION
VENDORS: MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN
HARD COPY, BY BID DEADLINE**

DO NOT FAX

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within _____ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor(s) providing **services** will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid a successful vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

RI corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the RI Secretary of State.

CHECKLIST

- _____ Please include pricing for a **RUSH** delivery
- _____ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- _____ Estimated delivery time is required with bid proposal
- _____ Delivery **REQUIRED** _____ days after final art.
- _____ Please provide a Sample of material **WITH** your sealed Bid proposal.
- _____ Upon Bid Award, sample **REQUIRED**
- _____ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ underage
- _____ Bulk packaged
- _____ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- ___X___ **Price all services separately, including mulch delivery only and mulch delivery and application**
- ___X___ **Insurance Certificate must be submitted with Bid proposal.**
- ___X___ **Please include three (3) references with names, addresses and telephone numbers.**
- ___X___ **Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov**
- ___X___ **Successful out-of-state vendor MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation**

NAME OF BUSINESS: _____